

## ACAT Meeting Minutes from the April 08, 2014 Regular Meeting

**Call Meeting to Order:** 9:03 a.m.

**ACAT Members Present:** Chair Gerald Herrick  
Leigh Golden  
Andrew Terry  
Deborah Croyle

**ACAT Members Absent:** Vice Chair Robert Anderson

**Staff Present:** Hardy Bullock, Director of Aviation and Community Services  
Phred Stoner, Director of Operations and Maintenance (left at 9:24am)  
Mike Cooke, Aviation and Community Services Manager  
Denae Granger, Administrative Clerk

**Public Present:** 0

**SPECIAL ORDERS OF BUSINESS:** None

**PUBLIC COMMENT:** None

### CONSENT CALENDAR

- Minutes of the ACAT March 11, 2014 Regular Meeting

Member Terry requested that the Minutes of the ACAT March 11, 2014 regular meeting be pulled.

Member Terry and Member Aadland made a couple of corrections on the Minutes from the March ACAT meeting, which were duly noted. Discussion ensued regarding what information should be put in the Minutes and what can be left out.

**PUBLIC COMMENT:** None

**MOTION #1:** Member Terry moved to approve the Minutes of the ACAT March 11, 2014 regular Meeting as revised. Member Aadland seconded the motion. Chair Herrick, and Members Terry, Aadland, Golden and Croyle voted in favor of the motion. The motion passed.

### JOINT BOARD/ACAT MEETING

Mr. Bullock stated that he spoke with Board President Jones, Chair Herrick, and Mr. Smith and came up with the priority list for ACAT. Discussion followed about the joint meeting that occurred on March 26, 2014 with the Board and the list of priorities. Mr. Bullock mentioned that the District is under challenging staffing coming into the summer, and the special projects will be less focused on due to people being on vacation during this time.

There was some discussion about the certain priorities that were decided and why some were not on the list, and some questioning as to what ACAT can do to assist staff in these projects. Member Terry stated that it behooves staff to have ACAT engaged in the projects, even if it was handed over to staff. Member Croyle stated that she would like the pilot incentives to include that ACAT will consider incentives for preferred runway and noise abatement training.

**PUBLIC COMMENT:** None

**MOTION #2:** Member Terry made a motion to enhance the pilot incentive item to include such items as preferred runway, equipment modifications, noise abatement procedures, and pilot training so that staff and ACAT can capture the potential reasons to incentivize pilots to improve performance with regard to community annoyance. Member Croyle seconded the motion. Chair Herrick, and Members Terry, Aadland, Golden and Croyle voted in favor of the motion. The motion passed.

#### **UNICOM STANDARD OPERATING PROCEDURES**

Mr. Bullock and Mr. Cooke gave an update on the Unicom document and the staff that is updating the Unicom procedures. There was a PowerPoint made by District employee Mr. Barrett that Mr. Bullock reviewed with ACAT. He stated that the goal is to keep the standard operating procedures small, but used constantly. Member Terry would like a thorough document on the procedure of rare incidents. There was discussion about how to limit the distractions that the Unicom employees receive from the public. District employees Mr. Barrett and Mr. Ketron will do a presentation in July on their findings in Unicom. Mr. Cooke stated that ACAT can help by offering suggestions and safety when they read the document. Member Terry stated that ACAT can be a political cover for staff when there is an aircraft incident in keeping the public out of Unicom.

There was also discussion [regarding the staffing levels associated with service in UNICOM. ACAT suggested staff consider looking at “UNICOM enhancement” from a staffing perspective. about enhancing staffing in the District.](#)

**PUBLIC COMMENT:** None

**BREAK:** At 11:05 a.m. ACAT recessed for a short break. At 11:11 a.m. Chair Herrick reconvened the meeting.

#### **STAFF REPORT**

Mr. Bullock stated that the site survey is happening in the next week for flight tracking expansion. Also, staff is hosting a meeting with the FAA, Congressman McClintock and a flight tracking engineer to solve the Facility Transmitting Authorization (FTA) problem the District has.

Mr. Cooke gave a brief update on the AAAE GIS Training Conference he attended in San Diego. He stated that staff needs to know where appropriate utilities are on the field, which is being worked on currently.

There was discussion about the flight tracking system and the FAA interrogator license update. The dates that the District is participating in Truckee Thursdays will come soon.

Mr. Bullock stated that SurfAir is coming here, and staff is discussing the ways to mitigate the impact on the community.

**PUBLIC COMMENT:** None

#### **ACAT MEMBERS REPORTS**

Member Terry stated that in the approach to runway 20 in inclement weather, there is no way to mitigate noise if the procedure is performed properly and safely.

Member Croyle gave a brief update on the night operations data. Member Aadland stated that he will do some recon on the trails master plan idea, and that it is a great outreach idea. Mr. Bullock stated that there is funding to start the trails master plan with one kiosk.

Member Golden stated that the turbo fans are coming, and the manufacturers are being proactive about making the turbo fans less noisy with less emissions.

Chair Herrick stated that he received an email from Mr. Jack Armstrong that he did not receive the agenda, and he would like the EAA meeting information updated on the website. Staff will work on this.

**PUBLIC COMMENT:** None

**ADJOURN**

**MOTION #3:** Member Terry made a motion to adjourn the meeting. Member Golden seconded the motion. Chair Herrick, and Members Aadland, Croyle, Terry, and Golden voted in favor of the motion. The motion passed.

At 11:39 a.m. the April 08, 2014 regular meeting of the Airport Community Advisory Team adjourned.

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